

December 13, 2001

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom
Working Capital Fund Manager

SUBJECT: November Working Capital Fund Billing

This memorandum transmits the November, 2001, charges to your program for the Working Capital Fund. A copy of this billing has been forwarded to the Chief Financial Officer for entering into DISCAS and FIS. The CFO will also charge program accounts for October bill amounts that were noted in last month's bill, but were suspended in accounting pending new appropriations. In isolated instances accounting may suspend November charges also where program funding is unavailable.

FY 2002/2003 Budget Guidance

By memorandum dated May 18, 2001, we issued guideline estimates for FY 2003 Corporate Review (CRB), which included revised estimates for FY 2002. In addition, FY 2001 actual costs are good indicators for FY2002 activities. This may not be true for Building Occupancy, Desktop Support, and Payroll Processing estimates that could vary from FY 2001 actual expenses due to revised rate structures or renegotiated annual Service Agreements.

Other factors, known only to the program, may also impact your consumption of WCF goods and services. In making resource allocations for your program, you may wish to adjust our estimates as necessary to account for planned changes in staffing levels, anticipated increases or decreases in usage levels, potential organizational realignments, and any other factors that you feel are appropriate and relevant.

We will update FY 2002 and FY 2003 budget estimates this month to provide you with our most recent information based on OMB passback for the Congressional Budget Request.

Distribution of Customer Bills

We are researching software that will support our efforts at E-commerce. In the meantime we will begin this month forwarding detailed customer bills by way of E-mail. The E-mail attachments will be formatted in Adobe PDF so that you can store them electronically, view them on your desktop, or print to your local printer. If you have Adobe version 4.0 or 5.0 you can cut and paste the data to spreadsheets for your analysis, we hope this change will add value to our customer bills.

Cost and Payment Analysis

The following table is attached to assist you with your analysis of actual monthly WCF expenditures:

Table I	Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.
Table II	Show the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.

November Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of November both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and special handling charges incurred during November are also included.

Photocopying - This bill reflects charges for actual November usage only. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2001; 1.5 cents for dedicated copies; 50.0 cents for color copies.

Printing and Graphics - The enclosed bill reflects charges for printing jobs ordered and Federal Register notices published during November. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2001.

Building Occupancy - The November bill includes charges for the first quarter of FY 2002 equal to one-fourth of the full annual estimate for space assigned to your organization as of October 1, 2001. This bill also includes charges for non-standard space alterations, additional rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to November 25.

Telephones - The November bill indicates the difference that results from the reversal of accruals billed in the month of September and actual usage costs for September. For most programs this should represent small charges or credits for November. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network - November charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. November charges **for DOEnet** are based on customer usage with an allocation of DOE CHRIS utilization charged back to customers based on standard on-board staffing levels used in the payroll business.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during November. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Payroll Processing - The full **annual** amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2002 was billed in October.

Corporate Human Resource Information System (CHRIS) - The full **annual** amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2002 was billed in October.

On-Line Learning Center (OLC) – First quarter FY 2002 charges for fixed operating and maintenance costs and variable subscription costs for the OLC were billed in October.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page at <http://www.hr.doe.gov/wcf>. Information available on the Web Page includes:

- The updated Fourth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2002/FY 2003 Budget Projections;
- The monthly summary billing tables (I-V) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

Please contact Ingrid Robinson (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Mike Orosz Ann Warnick	(301) 903-2957 (301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	Jean Morgan	(301) 903-5858
CHRIS	Enid Levine	(202) 586-1194
On Line Learning Center (OLC)	Tanya Luckett	(202) 287-1655
Billing Process and Policies	Bob Emond	(202) 586-2354
	Roscoe Harris	(202) 586-5527

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.
Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	Beryl Gilmore	
BPA	W. Marlowe	R. Seifert
CI	L. I. Brown	
CN	C. Karis	
ED	L. Rudnick	
EE	F. Glatstein	
EH	G. Judge	L. Gasperow
EIA	N. Burnette	
EM	E. Bronstein	B. Male
FE	C. Roy	
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Gibson	B. Schrum
IM	A. Warnick	
IN	L. Cain	
ME/AB/S	F. Feiner	
NA	S. Haller	
NE	W. Carroll	L. Soo Hoo
OA	L. Gasperow	
PA	L. I. Brown	
PML	M. Livingston	D. Meyers
PI	S. Browne	C. Jagessar
RW	L. Barrett	D. LeVan
SC	M. Vallette	B. Lasky
SO	T. Fox	D. Friis
WT	G. King	M. Mescher

WCF BOARD MEMBERS

CFO	B. Carnes	IN	L. Sanchez
EE	D. Garman	NE	W. Magwood
EH	S. Carey	NA	J. Gordon
EI	M. Hutzler	PI	V. Bailey
EM	J. Roberson	SC	J. Decker
FE	R. Kripowicz	SO	J. Mahaley
GC	L. Otis		

Summary of Current Month Bill - November, 2001
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	196	20	0	20	138	60	198	111	32,484	0	32,484
BCA	651	2	0	2	40	0	40	1,776	54,212	0	54,212
BPA	35	0	0	0	0	0	0	116	23,610	0	23,610
CI	1,467	633	0	633	1,912	535	2,446	369	122,842	10,984	133,826
CN	1,221	467	0	467	756	1,287	2,042	3,834	149,958	125	150,083
ED	1,761	148	0	148	599	959	1,557	3,057	106,611	0	106,611
EE	22,919	8,023	0	8,023	4,988	11,543	16,530	12,189	908,673	600	909,273
EH	13,430	2,026	0	2,026	4,263	1,503	5,766	2,863	874,793	1,916	876,708
EIA	16,281	2,364	0	2,364	588	6,135	6,723	49,562	1,260,657	10,898	1,271,555
EM	21,170	942	0	942	9,335	1,360	10,695	31,877	1,039,774	2,165	1,041,939
EO	2,279	617	0	617	1,107	777	1,884	49	0	0	0
FE	8,935	1,140	0	1,140	2,788	1,843	4,631	13,919	432,283	663	432,946
GC	4,801	236	0	236	1,762	441	2,203	1,771	504,261	220	504,481
HG	702	74	0	74	617	3	620	670	199,068	0	199,068
IG	2,706	1,291	0	1,291	570	952	1,522	3,974	293,704	300	294,004
IM	6,871	11	0	11	0	524	524	624	883,557	75	883,632
IN	2,434	298	0	298	1,014	9	1,023	240	227,374	2,697	230,071
ME	37,130	7,621	0	7,621	19,849	8,030	27,878	27,133	2,450,345	19,425	2,469,770
NA	37,659	935	0	935	12,870	6,489	19,360	5,934	1,859,851	14,187	1,874,038
NE	3,373	261	0	261	703	1,388	2,090	903	248,864	0	248,864
NR	0	190	0	190	0	0	0	0	0	0	0
OA	3,663	96	0	96	408	13	421	231	64,266	0	64,266
PA	1,535	1,415	0	1,415	342	9,684	10,025	10,454	93,014	575	93,589
PI	4,944	121	0	121	1,478	605	2,083	2,297	275,215	0	275,215
RW	4,597	31	0	31	146	1,200	1,346	1,061	212,386	1,678	214,064
S	1,207	110	0	110	262	15	277	4,120	135,561	0	135,561
SC	18,648	2,187	0	2,187	1,419	4,967	6,385	4,952	477,070	6,350	483,420
SO	24,236	1,300	0	1,300	3,843	3,405	7,248	8,620	576,969	8,002	584,971
WAPA	77	0	0	0	0	0	0	285	25,143	0	25,143
WH	10	0	0	0	0	0	0	0	0	0	0
WT	402	1,423	0	1,423	423	468	891	492	63,543	381	63,924
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	783	0	0	0
TOTAL	245,337	33,982	0	33,982	72,216	64,193	136,408	194,266	13,596,086	81,240	13,677,326

Summary of Current Month Bill - November, 2001
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	QUARTERLY	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRASTRUCTURE	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	INDIRECT FUND ADMINISTRATION	TOTAL November
AB	14	633	648	62	897	0	0	0	0	0	34,614
BCA	-34	373	339	166	47	0	0	0	0	0	57,233
BPA	2	969	970	0	107	0	0	0	0	0	24,838
CI	-300	3,279	2,979	1,411	1,951	0	0	0	0	0	145,082
CN	-216	6,222	6,006	919	1,367	480	0	0	0	0	166,419
ED	-268	3,651	3,384	704	2,399	1,680	0	0	0	0	121,300
EE	-1,951	31,410	29,460	6,212	67,101	6,040	0	0	0	0	1,077,747
EH	386	21,797	22,184	3,871	22,911	1,120	0	0	0	0	950,879
EIA	-1,207	31,261	30,054	0	1,406	16,560	0	0	0	0	1,394,504
EM	-2,754	38,937	36,183	8,439	66,400	20,720	0	0	0	0	1,238,364
EO	6,391	8,197	14,588	594	1,568	0	0	0	0	0	21,579
FE	-135	16,357	16,222	9,947	30,612	5,440	0	0	0	0	523,793
GC	-798	12,631	11,833	2,001	7,007	240	0	0	0	0	534,572
HG	-259	2,459	2,201	438	1,042	0	0	0	0	0	204,813
IG	-562	7,489	6,928	1,320	9,356	0	0	0	0	0	321,100
IM	-1,729	20,456	18,727	2,784	16,799	4,240	0	0	0	0	934,212
IN	964	4,024	4,988	1,813	140	5,200	0	0	0	0	246,207
ME	-4,101	78,991	74,891	11,993	80,554	4,720	0	0	0	0	2,741,690
NA	-4,405	59,989	55,584	11,125	88,633	1,800	0	0	0	0	2,095,068
NE	-113	10,470	10,357	1,806	6,981	0	0	0	0	0	274,634
NR	74	0	74	0	0	0	0	0	0	0	264
OA	89	4,583	4,672	130	3,714	0	0	0	0	0	77,193
PA	-239	2,869	2,630	1,186	1,737	0	0	0	0	0	122,571
PI	-330	8,421	8,091	2,166	6,741	480	0	0	0	0	302,139
RW	462	7,117	7,579	2,202	5,048	4,960	0	0	0	0	240,889
S	39	7,005	7,044	543	2,339	0	0	0	0	0	151,201
SC	-1,513	26,268	24,755	4,437	42,232	0	0	0	0	0	587,016
SO	-2,564	37,111	34,547	8,866	16,962	800	0	0	0	0	687,550
WAPA	-43	633	591	0	23,498	0	0	0	0	0	49,594
WH	0	0	0	0	0	0	0	0	0	0	10
WT	-95	1,639	1,544	389	1,467	0	0	0	0	0	70,531
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	0	0	0	783
TOTAL	-15,191	455,243	440,051	85,524	511,016	74,480	0	0	0	0	15,398,391

Summary of Year-To-Date Billing Thru November, 2001
(Thousands)

TABLE IIA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	341	55	14,140	14,195	266	60	326	918	32,484	45	32,529
BCA	878	20	0	20	80	0	80	2,072	54,212	0	54,212
BPA	504	4	12,533	12,537	0	0	0	528	23,610	0	23,610
CI	2,916	1,035	24,640	25,675	3,037	1,122	4,159	828	122,842	11,534	134,376
CN	4,189	781	14,140	14,921	1,590	3,314	4,904	6,874	149,958	125	150,083
ED	2,757	427	45,640	46,067	1,172	2,155	3,327	6,744	106,611	0	106,611
EE	47,282	18,199	14,140	32,339	8,736	18,947	27,683	95,586	908,673	915	909,588
EH	28,094	2,728	35,140	37,868	15,858	3,827	19,684	9,213	874,793	1,916	876,708
EIA	31,003	5,514	87,640	93,154	1,249	17,873	19,123	73,645	1,260,657	11,193	1,271,850
EM	40,004	1,947	35,140	37,087	20,486	2,524	23,010	58,113	1,039,774	2,290	1,042,064
EO	2,279	617	0	617	1,107	777	1,884	49	0	0	0
FE	17,872	2,739	24,640	27,379	5,616	5,076	10,692	21,010	432,283	3,053	435,336
GC	9,621	816	29,350	30,166	4,049	717	4,765	3,923	504,261	220	504,481
HG	1,611	294	14,140	14,434	1,331	3	1,334	3,148	199,068	0	199,068
IG	5,403	2,833	24,640	27,473	1,447	1,797	3,245	9,101	293,704	470	294,174
IM	16,187	452	0	452	788	744	1,532	5,075	883,557	75	883,632
IN	3,726	525	14,140	14,665	2,044	12	2,057	-1,454	227,374	2,697	230,071
ME	81,197	16,104	317,030	333,134	46,964	18,081	65,045	78,030	2,450,345	24,762	2,475,107
NA	82,418	2,468	84,420	86,888	26,250	13,092	39,342	12,202	1,859,851	19,489	1,879,341
NE	8,789	622	34,140	34,762	1,418	3,707	5,125	1,986	248,864	245	249,109
NR	52	190	0	190	0	0	0	0	148,800	0	148,800
OA	6,829	1,391	14,140	15,531	827	48	875	469	64,266	0	64,266
PA	3,462	1,791	35,140	36,931	695	16,644	17,339	27,589	93,014	1,150	94,164
PI	9,098	220	45,640	45,860	4,464	2,185	6,649	5,255	275,215	200	275,415
RW	5,849	121	14,140	14,261	292	1,977	2,269	2,567	212,386	2,971	215,357
S	2,200	164	14,140	14,304	262	515	777	9,148	135,561	0	135,561
SC	39,713	6,997	24,640	31,637	2,676	7,895	10,572	14,345	477,070	6,400	483,470
SO	43,592	6,941	129,640	136,581	7,212	7,865	15,077	16,199	576,969	64,164	641,133
WAPA	120	7	12,533	12,540	0	0	0	517	25,143	0	25,143
WH	10	0	0	0	0	0	0	0	0	0	0
WT	947	1,432	14,140	15,572	864	550	1,414	1,573	63,543	381	63,924
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	1,576	0	0	0
TOTAL	498,941	77,434	1,129,806	1,207,240	160,780	131,507	292,287	466,829	13,744,886	154,293	13,899,180

Note: 'FO= Field Operations Offices OLC billing only

Summary of Year-To-Date Billing Thru November, 2001
(THOUSANDS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	QUARTERLY	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRA- STRUCTURE	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	INDIRECT FUND ADMIN.	YEAR TO DATE
AB	47	1,381	1,428	221	1,836	0	784	549	110	0	53,235
BCA	-47	746	699	332	95	0	1,306	915	0	0	60,609
BPA	-42	1,941	1,899	0	215	0	0	0	8,020	0	47,312
CI	-401	6,307	5,906	3,249	3,524	0	10,713	7,499	97	0	198,942
CN	-189	12,465	12,275	1,238	2,745	720	7,316	5,121	195	0	210,580
ED	-365	7,277	6,912	1,063	4,825	2,360	10,452	7,316	1,754	0	200,187
EE	-3,186	62,959	59,773	13,702	139,480	16,200	143,973	100,781	9,581	0	1,595,969
EH	1,322	45,197	46,519	7,743	46,604	6,560	73,163	51,214	9,034	0	1,212,404
EIA	-3,062	62,548	59,486	75	2,818	31,680	100,598	70,419	16,846	0	1,770,697
EM	-3,613	78,036	74,423	16,128	133,807	32,000	553,422	387,395	23,943	0	2,421,397
EO	6,391	8,197	14,588	594	1,568	0	0	0	0	0	21,579
FE	-418	32,692	32,275	19,098	61,732	35,440	251,627	176,139	7,879	0	1,096,477
GC	-1,094	25,303	24,209	4,344	14,077	480	40,239	28,168	12,044	0	676,517
HG	-349	4,926	4,577	876	2,095	0	10,190	7,133	2,549	0	247,016
IG	-582	15,040	14,458	3,156	18,584	240	66,630	46,641	14,987	0	504,092
IM	-1,996	40,903	38,907	9,788	33,763	4,480	26,652	18,656	0	0	1,039,123
IN	1,019	8,061	9,081	3,390	282	5,680	10,190	7,133	3,242	0	288,063
ME	-5,513	158,872	153,360	25,091	155,356	12,800	183,952	128,766	33,598	0	3,725,435
NA	-2,263	127,871	125,607	23,944	176,846	7,000	653,237	457,266	17,400	0	3,561,491
NE	-414	21,049	20,634	3,612	14,076	4,960	27,175	19,022	3,544	0	392,793
NR	74	0	74	0	1,105	0	51,214	35,850	1,567	0	238,851
OA	136	7,648	7,784	260	6,184	240	9,929	6,950	779	0	120,097
PA	-319	5,747	5,428	3,042	3,495	480	7,316	5,121	195	0	204,563
PI	-496	16,869	16,372	4,154	13,559	480	26,913	18,839	4,504	0	427,099
RW	-295	14,294	13,998	4,854	10,157	14,880	41,546	29,082	1,809	0	356,630
S	88	12,500	12,588	1,125	4,147	0	7,839	5,487	97	0	193,274
SC	-2,007	52,659	50,652	8,349	84,129	0	332,889	233,023	8,575	0	1,297,353
SO	-3,741	74,379	70,638	12,700	34,851	1,040	45,988	32,192	22,049	0	1,072,039
WAPA	-62	1,269	1,206	0	47,086	0	399,781	279,847	25,901	0	792,141
WH	0	0	0	0	0	0	0	0	0	0	10
WT	-63	3,284	3,221	837	2,951	240	4,965	3,475	622	0	99,741
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	0	8,360	0	9,936
TOTAL	-21,440	910,419	888,979	172,964	1,021,991	177,960	3,100,000	2,170,000	239,281	0	24,135,652